



**KEE TAS KEE NOW TRIBAL COUNCIL EDUCATION AUTHORITY**

**Regular Board Meeting**

**Thursday, October 8, 2020 9:00 am – 4:00 pm**

**Executive Royal Hotel West Edmonton, AB**

**Attendees:**

<p><b>Board Members:</b></p> <ol style="list-style-type: none"> <li>1. Chief Ivan Sawan, Chair, Loon River First Nation</li> <li>2. Councilor Tyler Letendre, Loon River First Nation</li> <li>3. Councilor Shayne Letendre, Loon River First Nation</li> <li>4. Chief Billy Joe Laboucan, Lubicon Lake Band</li> <li>5. Councilor Timothy Sawan, Lubicon Lake Band</li> <li>6. Chief Gladys Okemow, Peerless Trout First Nation</li> <li>7. Councilor Corrine Alook, Peerless Trout First Nation</li> <li>8. Chief Albert Thunder, Whitefish Lake First Nation (VR)</li> <li>9. Councilor Darren Auger, Whitefish Lake First Nation</li> <li>10. Chief Isaac Laboucan Avirom, Woodland Cree First Nation</li> <li>11. Councilor Derek Auger, Woodland Cree First Nation (VR)</li> </ol>	<p><b>KTCEA Staff:</b></p> <ol style="list-style-type: none"> <li>1. Dr. Daphne Mai'Stoina, Superintendent</li> <li>2. Pearl Calahasen, Deputy Superintendent</li> <li>3. Heather L'Hirondelle, Executive Assistant</li> <li>4. Carmen Parent, Strategic Projects Specialist</li> <li>5. Yvonne Noskey, Director of Finance</li> <li>6. Adam Noskey, Intermediate Accountant</li> <li>7. Caitlin Elm, Communications Manager</li> <li>8. Melbourne Disbrowe, Communications Coordinator</li> <li>9. Gord Atkinson, Director of Capital Services</li> <li>10. Elijah Ogato, IT Technician</li> <li>11. Theresa Brown, Director of Student Services</li> <li>12. Terry Lynn Cook, Director of Curriculum &amp; Instruction</li> <li>13. Melvina Thunder, Director of Human Resources (VR)</li> <li>14. Melva White, Human Resources Manager</li> </ol>
<p><b>Absent / Regrets:</b></p> <ol style="list-style-type: none"> <li>12. Councilor Jason Laboucan, Lubicon Lake Band</li> <li>13. Councilor Gilbert Okemow, Peerless Trout First Nation</li> <li>14. Councilor George Merrier, Woodland Cree First Nation</li> <li>15. Councilor Richard Laboucan, Whitefish Lake First Nation</li> <li>16. Al Rollins, KTC Chief Executive Officer</li> </ol>	<p><b>KTC Admin Staff &amp; Other Guests:</b></p> <ol style="list-style-type: none"> <li>15. Dan Smith, KTC Chief Operations Officer</li> <li>16. Colin Kelly, Board Mentor (VR)</li> <li>17. Councilor Joseph Whitehead Jr., Woodland Cree First Nation</li> </ol>

**Regular Board Meeting Minutes**

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| <ol style="list-style-type: none"> <li>1. Meeting Called to Order</li> <li>2. Opening Prayer</li> <li>3. Introductions / Roll Call</li> <li>4. Review of October 8, 2020 Agenda: <ul style="list-style-type: none"> <li>• No changes or additions</li> </ul> </li> </ol> | <p>9:30 am Chair Ivan Sawan<br/> Chief Billy Joe Laboucan<br/> Board Chair<br/> Board Chair</p> |
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- 2020-10-8 #1: Motion to accept the October 8, 2020 Agenda as presented.
- Moved by Corrine Alook. Seconded by Chief Billy Joe Laboucan. All in favor, motion carried.

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| <ol style="list-style-type: none"> <li>5. Reading of the Minutes from October 8, 2020 meeting <ul style="list-style-type: none"> <li>• No changes or corrections.</li> <li>• Number the pages on the minutes.</li> </ul> </li> </ol> | <p>Yvonne Noskey, Director of Finance</p> |
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- 2020-10-8 #2: Motion to approve the Minutes of October 8, 2020 as read.
- Moved by Shayne Letendre. Seconded by Timothy Sawan. All in favor, motion carried.

- **Business Arising from the Minutes:**

- What is RCSD funding under Student Services? And how are we utilizing this funding?
- Regional Collaborative Service Delivery is funded by the province to provide supports such as Speech and Language, OT and PT.

## 6. Superintendent Update:

### Restart Plan:

- Phase 1 of the School Restart plan began on September 8<sup>th</sup>.
- Phase 2 started on September 28<sup>th</sup> after the Safety Audits and Instructional Assessments were completed to determine readiness for Phase 3.
- Clarence Jaycox School in-person learning has been delayed by one week; and Cadotte Lake School has been delayed until November 2, 2020. CJS was closed due to COVID 19 in the community and was reopened on October 5, 2020. CLS was closed due to local concerns and this is under review by the leadership and may open sooner.
- Schools were assessed and found ready to move to Phase 2.
  - All six Principals are working closely with the KTCEA Health and Safety Coordinator and instructional assessment team to actively implement the recommendations of the health and safety audits.
    - Results of the school audits include findings of areas where we need to improve. Corrective measures include adding floor markings, determining temperature check procedures, and checking PPE supplies.

### Nominal Roll

- We have 1097 students registered in Power School on September 30. These students are eligible to be submitted for the 2020-2021 Nominal Roll.
- The deadline for Nominal Roll is September 30.

### Student Participation

- Average participation across all schools: 49%
- Teachers are working hard to reach the students who are learning from home, but the transition back has not been without its challenges.

### Board Policy Manual

- First draft was presented to the Board at the September meeting.
- The current draft now incorporates the changes as recommended by the Board and legal council in the following areas:
  - Definitions, Board Authority and Responsibilities, Appointment of Officers, Board Committees, Administrative Procedures, Eligibility of Board Members, Code of Conduct and Ethics, Conflict of Interest, Remuneration, Developmental Opportunities, Chairperson Duties, Policy Planning and Development, Mediation and Arbitration, Statement on the Board's Commitment to Protect all



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Students and Staff From Harassment, Superintendent Compensation, Role of Superintendent, Student Rights, Student Leadership Training, Land-Based Learning, Inclusive Education, Human Resources, Temporary School Closures, and Fraud and Irregularities.

#### Comments on Mediation & Arbitration:

- The creation of a KTCEA arbitration committee was recommended.

#### KTCEA Policy Manual Next Steps and recommendations:

- Board approves the Policy Manual.
- Move forward with translation of policy headings in Cree syllabics and orthography.
- Following the translations, the final document will be brought back to the board for final approval.

#### KTCEA Strategic Plan 2019 – 2024:

- In August 2019 the board came together to start the process of developing a 5-year plan. The 2019-2024 Strategic Plan was presented:
  - We are currently in year 2 of the plan. Some of our strategies and actions were delayed because of the pandemic.
  - The review of the strategic plan had been planned for this past summer, but due to COVID-19, this has been postponed to a later date.
- Recommendation from the Superintendent is to continue with the existing five-year plan and adjust as needed and review this in the Spring of 2021.

#### Curriculum and Instruction:

- The Common Consistent Curriculum (CCC) is being implemented. This has been mapped out for K-12 and an implementation plan has been developed; this is part of the requirements of the Alberta curriculum but with KTC specific material.
  - The essential outcomes are Cree Culture and Language programming. Land-Based Learning camps are essential to the operation of the CCC.
- Grade level Professional Learning Committees (PLC's) have been formed and are working on Fall season units and lessons. The C&I and Student Services personnel are supporting the teachers in the PLCs.
- In the Principals' meeting, the principals are all reporting that the teachers and education assistants are all participating in the PLCs. There are requests coming in from Principals and teachers for individual support on the KTCEA CCC, Cree language and Culture and LBL, Literacy, Numeracy, and Science.
- C&I has been involved in the assessment for Phase 1 of the Restart Plan.
- Land Based Learning continues in a different way. Mostly school based or in coordination with Nation Camps. Land Based Learning is also being phased into classrooms for teachers to use during COVID.

#### Parent Advisory Circles:

- The first 2020-2021 PACs are being scheduled. There has been one meeting in Atikameg.



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- The PAC meetings are scheduled and chaired by the School Principals. The Community and At home Learning Specialist is being invited to participate and to provide information and communication on the KTCEA CCC and to gather knowledge/information/communication that will support/guide the KTCEA CCC throughout the year.

#### **Assessment of the Instructional Readiness/Wellness Tool:**

- All School principals attended a school assessment of readiness for next phase in having students be present in the school building.
- After assessing the S&H Audit report and the Assessment tool summary report, schools were found ready to move forward into Phase 2 (Cadotte following their school re-entry plan). All the schools addressed the corrective actions for the health and safety.

#### **7. Capital Services**

##### **Schools Operation and Maintenance**

- Peerless Trout First Nation new schools are operational and we still are encountering some startup issues, which are mostly minor.
- Little Buffalo School – new portable; sewage system repair; and evening maintenance custodial security person.
- Cadotte Lake School – new furniture; maintenance items; securing funds from ISC to do major repairs and upgrades; minor upgrades like painting.
- Clarence Jaycox School – security system upgrade complete; new furniture; a full-time maintenance person hired; still require an evening maintenance security/custodian/maintenance person and 1 full-time evening custodian.
- Atikameg School – security system being certified and repaired; ATCO scheduled new power pole for teacherages; gym floor will be finished Oct 9; new volleyball equipment to be installed; humidifiers being replaced; new 20-am electrical work being done; and door bell is now functional.

##### **Playgrounds**

- Playground inspections are completed for Atikameg, Clarence Jaycox, Cadotte Lake, and Little Buffalo.
- Some playgrounds require replacement, others require immediate attention but are serviceable. We are working on developing a plan to address the deficiencies based on those that require the most urgent attention. The major repairs and replacements require government funding.

##### **Information Technology**

- Chromebooks and laptops have been configured and distributed to schools.
- In total KTCEA is adding nearly 800 devices for student use.



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#### Transportation

- All routes are determined and in operation.
- All routes and drivers are being evaluated by the Transportation Manager with ride along supervision.
- PPE supplies are specially ordered for each bus.
- Bus monitor interviews are being held this week. There will be bus monitors for all the schools.

#### School Food Services

- A second delivery truck was added to the KTCEA fleet to support more timely and effective deliveries, provide backup service if a unit goes down, and help with “hot shot” deliveries if needed. The food drivers also act as non-delivery drivers in KTCEA.
- A second COVID training session is planned for October.

#### Facility Study & Assessment of Teacherages – Reports (copies given to the Board)

- Meetings were held with Lubicon, Loon River, Woodland and Whitefish Lake Chief and Councils in September to provide an overview of the findings of the school facility study and assessment of teacher units. Many deficiencies requiring significant funding commitments were identified in the reports.
- Some require immediate attention and others will be scheduled for repair or replacement within the next 2-5 years as part of a long-term capital plan.
- The reports were submitted to ISC by the September 30 deadline.

#### Housing repairs completed this last summer:

- Peerless Lake: Units: 136, 137, 138 and 139
- Trout Lake: Units: 66, 67, 68
- Loon River: Units 5, 6 and 7
- Cadotte Lake: Unit 139, 156A, 156B
- Atikameg: Yellow House, New units 6 and 7

#### Human Resources: New Hires

- 56 new staff was hired by KTCEA
  - 22 of these were Teachers, filling vacant positions and positions identified due to Covid
  - 34 of the staff were from the Nations, filling full time permanent positions and positions identified due to Covid

#### Human Resources: New Positions Posted

- These positions have been and continue to be posted on our website and have been shared with Band Managers, Executive Assistants and the Health Centers.
- The following positions are posted:
  - Numeracy and Science Specialist
  - Grade 3 teacher at Atikameg
  - Project Coordinator



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- Finance Advisor (Consultant), to help build capacity
- Bus Monitors (All schools)
- EAs (Atikameg and Kateri)
- Inclusive Education EAs (Atikameg and Cadotte)
- Custodian (Atikameg)
- Assistant Cooks (Cadotte and Kateri)
- Maintenance (LBS)

### KTCEA Staff Demographics 2019-2020 school year

- 71% of staff are Indigenous
- 55% KTC First Nations Staff (status)
- 16% First Nations (status, not from KTC Nations)
- 29% Other

### ATEP

This is a teacher program to move EA's into becoming teachers. We are looking at the following Universities to host the program:

- First Nations University of Canada
- University of Saskatchewan
- Vancouver Island University
- University of Calgary
- Recommendations will be brought forward at the November meeting.

### Organizational Chart proposed revisions and presented to the Board.

- There are no changes at the Authority Level
- A number of changes to the Org Chart, these include changes to the following branches:
  - **Superintendent's Office**
  - **Curriculum and Instruction Branch**
  - **Capital Services Branch**
  - **Human Resources Branch**
  - **Financial Services Branch**
  - **Student Services Branch**

### Communications: Community Report Update:

Part of our reporting, the major reporting that we have to do as an organization for the funding we received on the REA and other targeted funding we are required to do a community report out to the people and then that report is given out to the Federal Government.

- Communications is coordinating the 2019-2020 Community Report project.
- The report is both a way to communicate with our communities and to report to our funders.
- Received 3 proposals from firms to design the document which we are currently reviewing.



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#### Key Dates:

- Required by our funders to report by Nov 30.
- Board review and approval of report at the November meeting
- Published by November 30.
- Setup of meetings with community to present the Community Report.

#### Communications: Board Meeting “Highlights” Document

- Communications will be developing regular Board Meeting “Highlight Documents”.
- It will be 1-2 pages summarizing the topics of discussion and motions passed during regular board meetings.
- The document will help make the goings on of KTCEA more accessible to our communities and help inform people of how KTCEA operates. It is a document that you will be able to share with your councils and your community members.

#### Next Meeting: November 4<sup>th</sup> in Atikameg

- At our last board meeting, we asked you whether you would like Elder attendance at our meetings. You had suggested that we cluster elders in groups according to their communities.
- This was before we had cases of COVID in our community. Does the board still want elder involvement at the November meeting?
  - Each Nation will make the decision on bringing two of their Elders to the meetings. KTCEA will cover the costs of the Elders invited.

#### Comments from the Board on the Superintendents Report:

The Board discussed the setting up of an Arbitration Committee with equal representation of one appointed Board member per KTC Nation. This committee will be chaired by Chief Billy Joe Laboucan to begin this process of setting up the Arbitration process at the KTCEA level.

- 2020-10-08 #3: KTCEA work in partnership with KTC to establish a committee to develop a mediation and arbitration approach that will be used to address internal disputes and differences arising within KTC.
- Moved by Chief Billy Joe Laboucan. Seconded by Chief Isaac Laboucan Avirom. All in favor, motion carried.

#### The following members will make up the Arbitration & Mediation Working Committee:

1. Woodland Cree First Nation will appoint Councilor Derek Auger.
2. Loon River First Nation will appoint Councilor Shayne Letendre.
3. Whitefish Lake First Nation will appoint Councilor Darren Auger.
4. Peerless Trout FN will appoint Councilor Corrine Alook.



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- 2020-10-08 #4: Motion to approve the Policy Manual in principle which will include a new reference to a KTCEA arbitration and mediation process and training.
- Moved by Derek Auger. Seconded by Darren Auger. All in favor, motion carried.

- 2020-10-08 #5: Board approval to continue with the current 5-year Strategic Plan, and a renewal of the 5-year Strategic Plan in the Spring of 2021.
- Moved by Chief Gladys Okemow. Seconded by Derek Auger. All in favor, motion carried.

- 2020-10-08 #6: Board approval of the updated organizational structure to increase the capacity and better address the needs of KTCEA.
- Moved by Chief Isaac Laboucan Avirom. Seconded by Corrine Alook. All in favor, motion carried.

- 2020-10-08 #7: Motion to accept the Superintendent's Report.
- Moved by Shayne Letendre. Seconded by Chief Isaac Laboucan Avirom. All in favor; motion carried.

- Comments on Superintendent's Update:
  - The Chair expressed concerns regarding the high school hours per student and days per student required, as some of our schools are not functioning in-person. We need to ensure the hours are being monitored. There has also been setbacks in the online learning and packages.
  - There is a concern as to the effectiveness of opening the schools during COVID. We are providing those services, but are we actually connecting with the students? We see that the percentages of participation are low. Our students are losing out, so we have to try our best to connect with the children.
  - There was a meeting at the Whitefish PAC – there was a request for an earlier start date for the high school program in Whitefish, but the fear was that students would lose the hours that they need to complete high school.
  - There was a lot of planning put in place for relaunch, but there are needs from the students.
  - Daphne has the actual stats – looking at registration, and the numbers of students participating and not participating. The principals are working with the teachers, and C&I is working with teachers. They discuss every week what is happening. They are also discussing strategies to get students into school. Everything is there, but sometimes the parents are still not sure of the technology.
  - We have to make sure all parents and students know that school is mandatory, and they need to participate.
  - We can assess the schools and make sure it's ready to go into Phase 3 and 4.
  - How are we measuring students' academic standing? How do we know whether our students are meeting those markers?





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- Those are the PATs. A lot of school districts are requesting that the students not have to do the PATs.
- We have parent guardian training for Google Classroom. A couple of schools have been invited on appointment for the whole family.
- All specialists are focusing on Google training.
- We need to put our minds to how to increase participation rates. We need to encourage parents to encourage their students to log on.
- Land-based learning will increase participation rates. The students like being out there, and they can do a bit of schoolwork. It's possible in cohorts.
- We need to focus on what is possible to improve academics.
- We have to been working in PTFN at the Youth Cultural camp. They reached out to the principals, and Jason went with the teachers to go to the camps to see how that learning can be brought back into the classroom.
- We have the options in place for the students—we need to support teachers in connecting with the students.
- If you give the children critical thinking skills and other tools, it goes a long way. It's part of what we're talking about—we teach them the essential outcomes and the rigor.
- What the students are just “getting by,” they are missing the aspect of rigor to be able to become community leaders and to run good businesses and healthy lives.
- What we lack in present day schools is teaching students HOW to learn and how to love learning. A lot of us who were born and raised in the bush know how our parents taught us was through critical thinking. We learn ourselves with guidance.
- We use Alberta curriculum standards, but perhaps we need to investigate how International Baccalaureate would work for us. It is one of the best curricula out there, and it is used internationally.
- It is important to keep setting our standards high. That also makes us think about incentives to get children to school.
- Maybe we could give high school students some funding incentives. We have to take these things seriously now because COVID will hold a generation back.

### 9. Break

12:05 pm

### 10. Finance Update:

Yvonne Noskey

- A financial report was handed out with the funding from 2019-2020.
- Structured by department and funding stream.
- The budget was presented by Yvonne Noskey.
- Yvonne Noskey presented the COVID Response Report – going forward, all casual wages from COVID response will be coded to this report.
- There was an announcement from the Government of Canada for \$112 million nationally to support safe return to schools on reserve. KTCEA received \$1.7 million.
- There has been an estimated expenditure of \$7.3 million due to COVID-19.
- Community questions:
  - What activities make up the \$7 million?



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- To hire additional staff to ensure safety and hygiene.
- Yvonne Noskey went through the COVID Response Report in detail for the Board for more information.

- 2020-10-08 #8: Motion to accept the Finance Report as presented.
- Moved by Darren Auger. Seconded by Chief Isaac Laboucane Aviom. All in favor, motion carried.

## 11. Student Services Update

Theresa Brown

- Inclusive Education Update
  - Inclusive Education philosophy is a way of thinking in acting to ensure that all education takes place together in the classroom.
  - This is through a Tiered Service Delivery Model.
- Career Counselling
  - Provides graduation and career counselling and coaching. Currently, we are looking at what students will be ready to graduate this year. We should have this information by the next board meeting.
  - Transition planning to post-secondary.
  - Handbook for Students and Parents to show what is needed to graduate high school.
  - PLC involvement at the high school level and provides support and professional development.
  - She is working on MyBlueprint, which is an online tool that takes an assessment of the student and creates some different possibilities to provide a career plan for them. It looks at what they need to do and where they are now.
  - Jr High and Sr High Kickoff, and we had a motivational speaker named Earl Lambert. There were around 100 participants. This was to engage students who may not be engaged yet.
- KTCEA Sports
  - Highlighting the Whitefish Warriors and their record-setting year.
  - There were 2 students who moved to Edmonton to pursue sports academics.
  - Part of the Sports Reps PLC. Providing supports to the schools for leadership camps and mentoring.
  - Developing a mental health capacity program for students.
- Early Learning
  - K4 programs are started at 5 schools. There are 19 registered K4 students.
  - Has developed a curriculum map for K4 in play-based initiatives. It looks at early literacy, numeracy, science, personal and social responsibilities, etc.
  - There is also a K5 curriculum map following in line with the CCC for grades 1-6.
  - We are doing a home reading program for K4 and K5, funded through inclusive education.
- Jordan's Principle Update
  - We have been approved for part of our proposal for \$3.4 million.
  - Some pieces have been escalated to Ottawa for review.
- Mental Health Initiatives
  - Videos to keep students connected.
  - Working on an online talent show for all schools with an October 12 deadline.



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- This September, we held off on getting services in the schools because there would be some COVID-related difficulties, i.e. getting into routine.
- Waiting for October to bring in Mental Health therapists.
- Vision and Hearing Screening
  - Connected with Alberta Education low incidence group.
  - We would like to do a mobile vision and hearing screening at the schools to assess all children from kindergarten to grade 3.
  - Tentative dates are from November 16 – 20.
  - Looking at going to Jordan's Principle to get students at least 2 pairs of glasses. Make sure we get the follow up and follow through.
- Moving forward
  - Continuing to support students and teachers and parents.
  - Looking at protocols for service providers to keep staff and students safe.
- Comments
  - There are questions about ensuring that Cree books are in the reading material. We have purchased books.
  - KTCEA is looking at transforming our language into books and history.
  - Like the idea of the talent show. We've talked about community radio before, and we talk about communication and being able to pass on information from meetings.
  - Broadcasting meetings—Paul Neethling had access to community radio packages for \$25,000 apiece.
  - Having our own leadership groups in the schools to mentor younger students.
  - It's important that children learn how to read and speak Cree, and there are specifics that children must learn to have the skills to be able to read Cree.
  - Learning to read Cree is much different from English, and there are different rules, according to different dialects.

- 2020-10-08 #9 Motion to accept the Student Services presentation.
- Moved by Chief Billy Joe Laboucan. Seconded by Isaac Laboucan Avirom. All in favor, motion carried.

## 12. Community Concerns and Questions

Board

- Update on PTFN Kitchen
  - Kitchen should be in operation now. There was a problem with one of the new stoves, but that has been resolved. One burner is not working.
  - Air handling units are trying to adjust the temperatures. We are working with contractors because we can't fix anything as it is all under warranty. We are at the mercy of waiting for contractors to come up.
  - Air units are fully working in Kateri. We are still working at EQS.
  - In-floor heating in the elementary area for K5s, which is working at Kateri, but not at EQS. We have access to the system remotely, and when we tweak them, we are able to work together with them to troubleshoot and diagnose issues.
  - There is a lot of learning that we need to do.



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- KTCEA staff will be going to a 2-day seminar to learn how to operate the building with the controls we have.
- The contractors understand the urgency, and we work through PTFN, AB Infrastructure, and the buildings to get these contractors in.
- As Treaty teachers, NLSA allows Treaty teachers a period of time to harvest moose.
- KTCEA has personal leave at this time, but that is something that we can look at. This could be part of lifelong learning Indigenous learnings.
- This is something we could look at, and we will need more discussion. This would be positive, if staff could be doing learning while hunting.

### 13. Meeting Adjournment

2:22 pm

- 2020-10-08 #10: Motion to adjourn.
- Moved by Chief Isaac Laboucan Avirom. Seconded by Councilor Tyler Letendre. All in favor, motion carried.

### 14. Closing prayer

Chief Billy Joe Laboucan